

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA VA 22333-0001

AMC MEMORANDUM
NO. 600-1

12 June 1989

Personnel--General

CONUS TRAVEL

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1. Purpose and scope. This memorandum assigns responsibilities and establishes procedures for continental United States (CONUS) temporary duty (TDY) travel for military and civilian personnel and permanent change of station (PCS) travel for civilian personnel of Headquarters, U.S. Army Materiel Command (HQ AMC).

2. Responsibilities. a. Commander, Headquarters and Installation Support Activity (HISA), AMC, is responsible for processing CONUS travel orders from HQ AMC elements.

b. Each deputy Chief of staff (DCS), separate office chief, special assistant, and project manager co-located at HQ AMC is responsible for --

(1) Notifying the Secretary of the General Staff, AMC, prior to his/her departure on CONUS travel. The written notification to the Secretary

*This memorandum supersedes AMC-M 600-1, 27 November 1985.

of the General Staff should include, as applicable, an explanation of the essentiality and purpose of the travel and an itinerary; planned date of return; and the name, grade, and position or title of each individual accompanying him/her on orders.

(2) Controlling travel funds allocated.

3. Procedures. a. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) will be prepared in the staff activity submitting the request for CONUS travel; reviewed for essentiality and approved by the DCS, separate staff office chief, special assistant or project manager, or designated travel approving official; and handcarried to the Travel Section, room 1N06, by 1500, at least 5 workdays before commencement of travel. Request will be processed on a "first-come-first-served" basis.

b. Travel Section (AMXIS-RB) will be furnished by MEMORANDUM, the names of officials authorized to approve TDY travel. Changes in designated personnel will be reported promptly.

4. Request for actual expense allowances. Request for actual expense allowances will be submitted in accordance with U4210, volume 1, JFTR, for military personnel and paragraphs C4609 thru C4913, volume 2, JTR for civilian personnel.

5. Meeting/conference travel. Requests for meeting/conference travel will be submitted on a Memorandum to Travel Section (AMXIS-RB) with the information outlined in a through I below, at least 30 days prior to date travel will commence. DD Form 1610 will be prepared and attached to the Memorandum.

a. Facts regarding the organization sponsoring the conference, including the name of the organization, subject(s) for discussion, and committee meetings the proposed conferee(s) will attend.

b. Location and dates of conference.

c. Name, grade, title, social security number (SSN), unit of assignment, security clearance, and qualifications of each representative.

d. The need for representation and the benefit to the HQ, agency, or Department of the Army (DA) from representation at the conference.

e. Nature of notification (including a copy of any invitation received and when available, a copy of the program or agenda).

f. Extent of participation (to serve as attendee, as working member, as chairperson of board or committee, or to present a paper).

g. Total estimated cost, registration fee, and statement that TDY travel funds are available.

h. Any pertinent information to support or to justify the proposed travel.

i. Number of meals to be furnished within the cost of the registration fee.

6. First-class air travel. Authority to authorize or to approve the use of first-class air accommodations is delegated to the Secretary of the Army. Requests for first-class air travel will be submitted to Deputy Chief of Staff for Personnel, ATTN: AMCPE-AT, and will provide the following information:

a. Traveler's name, grade, position/title, and organization.

b. Purpose of trip.

c. Justification to include complete explanation of the circumstances for using other than coach class travel as outlined in the JTR. Medical documentation must also be forwarded, if appropriate for review by the DA Surgeon General.

d. Complete itinerary to include dates of travel, times, flight numbers, and airlines used.

e. Additional cost of other than coach class. Show a complete breakdown between the cost of first/business person's class and the regular coach class fare.

f. Reason advance approval not obtained, if possible.

g. Reason for untimely delay in submitting request, if applicable.

7. CONUS blanket travel orders (BTOs). a. CONUS BTO's may be issued to personnel whose CONUS travel requirements cannot be met by the issuance of regular travel orders. Such BTO's may be issued to general officers and key civilian personnel whose required assigned duties are such that on occasion the requirement for travel is so urgent and of such an immediate nature that travel cannot be delayed, pending preparation of regular travel orders.

b. Request for CONUS BTOs will be prepared on DD Form 1610 and submitted to Travel Section (AMXIS-RB) for processing.

8. Invitational Travel Orders. Requests for invitational travel orders will be submitted to the Travel Section (AMXIS-RB) at least 15 days prior to date travel will commence. Each request will contain the following information:

a. The name, SSN, and address of the individual to whom the invitation will be extended.

b. The date and place the individual will report for consultation, advice, or technical service.

c. The duration of the travel.

- d. The purpose of the travel.
 - e. Mode of Transportation.
 - f. Per diem allowance to be authorized.
 - g. The highest security clearance required and the granting authority (if applicable).
 - h. If the individual is a foreign national, a statement that visit is authorization has been granted by Assistant Chief of Staff for Intelligence, DA.
 - i. The request for excess baggage and complete justification.
 - j. The fund cite chargeable for travel.
 - k. Authorization to vary itinerary (Variation authorized). A request for variation must be completely justified.
9. References. a. Vol 1 JFTR and Vol 2 JTR.
- b. ARs 1-211, 37-106, and 310-10.
 - c. AMC-R 600-2.

The proponent of this publication is the Commandant, Headquarters Installation Support Activity (HISA), HQ AMC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, AMC, ATTN: AMXIS-RB.

FOR THE COMMANDER:

OFFICIAL:

JERRY C. HARRISON
Major General, USA
Chief of Staff

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Initial Distr H (60) 1 ea DCS/separate staff office Chief
AMXDO-SP Stockroom (100)
AMXIS-RB (100).

Appendix A

INSTRUCTIONS FOR PREPARATION OF DD FORM 1610

Request and Authorization for TDY Travel of DOD Personnel.

section I. MILITARY PERSONNEL

1. Items 1 through 6. Self-explanatory.
2. Item 7. Indicate as appropriate, TDY confirmatory, amendment, extension, or group level.
3. Item 8. The degree of security clearance.
4. Item 9. Specify clearly and fully purpose of TDY. Cite purpose category.
5. Item 10. a. Number of days of TDY. (The number of days indicated in this item cannot be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment.)

b. Indicate date for beginning of official travel which will be as accurate as possible. Travel may begin as much as 7 days before or after the indicated date, but is not official until the date the travel orders are issued.
6. Item 11. Indicate places, with installation, from which official travel is authorized and "return to point." If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "x" in the block preceding "Variation Authorized."
7. Item 12. a. Check the mode(s) of transportation to be authorized.

b. All commercial air reservations will be made through the Ask Mr. Foster Travel Services, 762-8180. Arrangements for reservations should be made as soon as travel requirements are firmed.

c. Travel by privately owned conveyance (POC), as the mode of transportation determined to be more advantageous to the Government, is authorized for the following areas:
 - (1) Fort Lee, Virginia.
 - (2) Aberdeen Proving Ground (APG), Maryland.
 - (3) Letterkenny Army Depot, Chambersburg, Pennsylvania.
 - (4) Edgewood Arsenal, Maryland.
 - (5) Fort Monmouth, New Jersey.
 - (6) Fort Eustis, Virginia.

Appendix A--Continued

(7) Dover, New Jersey.

(8) Fort Monroe, Virginia.

(9) New Cumberland, Pennsylvania.

(10) Tobyhanna Army Depot, Tobyhanna, Pennsylvania (for trip in excess of 1 day).

(11) Philadelphia, Pennsylvania.

(12) Richmond, Virginia.

d. When travel to the locations specified in c above is to be performed by a military member, check the POC block "More Advantageous to Government," and leave "Rate Per Mile" blank. When travel is to be performed by POC to areas other than those authorized as "More Advantageous to Government," include statement in item 16, Mode of travel POC. If unusual circumstances exist, POC as more advantageous to the Government to locations other than those listed above may be authorized if sufficient justification is furnished in item 16 or on an accompanying Memo. When two or more individuals are required to travel to the same location on the same day, the use of carpools should be encouraged to conserve travel funds.

e. Official travel within the Military District of Washington (MDW) area will be performed in accordance with DARCOM (AMC)-M 56-1.

8. Item 13. Leave blank.

9. Item 14 and 15. To be completed by USAMC Travel Section (AMXIS-RB).

10. Item 16. This should include any special requirements/statements not fully explained or justified in items 1 through 13.

a. If "Variation Authorized" block is checked in item 11, indicate the anticipated locations to which travel may be required or appropriate justification.

b. Authorization for rental or special conveyance, e.g., boat, aircraft, or automobile, to include mileage, number of days, and area of use. Rental car auth - First preference, rental car companies having negotiated agreements with Military Traffic Management Command (MTMC). Justify why person needs rental car.

c. Statement concerning registration fee (conference travel only).

11. Item 17. This item will be completed by the DCS, separate staff office chief, or employee's supervisor.

12. Item 18. Signature of DCS or separate staff office chief or other designated travel approving official.

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13. Item 19. When AMC funds are cited on travel orders, fund citation and signature of funds authorizing official will be entered by administrative office. When other than HQ AMC funds are to be cited on travel orders, the original authorization from the finance officer of the issuing activity must be available at the time the travel orders are submitted for approval. Fund citation will be entered in this block by the Administrative Office.

14. Item 20 through 22. Entries will be made by Travel Section (AMXIS-RB).

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations)</small> Travel Authorized as indicated in items 2 through 21.						1. DATE OF REQUEST 5 July 1988	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) SMITH, JOHN R. 987-65-4321				3. POSITION TITLE AND GRADE OR RATING Ch, Deep Battle Division, COL, GS			
4. OFFICIAL STATION HQ USAMC Alexandria, VA				5. ORGANIZATIONAL ELEMENT AMCSM-WST (X2-WOGWAA)		6. PHONE NO. 48123	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE TOP SECRET		9. PURPOSE OF TDY To attend RAM Managers Meeting.			
10a. APPROX NO OF DAYS OF TDY (Including travel time) 3		b. PROCEED O/A (Date) 18 July 1988					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: Woodbridge, VA (Res) TO: Ft. Lee, VA (ALMC) RETURN: Woodbridge, VA (Res)							
SAMPLE							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
						<input checked="" type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER			
\$		\$		\$		\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Has a Government Charge Card. POV authorized in and around TDY point approx. 100 miles. Trip report required. "VENUS teleconferencing was considered."							
17. REQUESTING OFFICIAL (Title and signature) JACK T. SMITH, JR. COL, GS C, AMCSM-WC				18. APPROVING OFFICIAL (Title and signature) MARY L. CARTER C, Plans and Operations Division			
AUTHORIZATION							
19. ACCOUNTING CITATION DSSN 6376							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED	
						22. TRAVEL ORDER NUMBER	

Appendix A--Continued

INSTRUCTIONS FOR PREPARATION OF DD FORM 1610

Section II. CIVILIAN PERSONNEL

1. Items 1 through 6. Self-explanatory.
2. Item 7. Indicate as appropriate, TDY confirmatory, amendment, extension, or group level.
3. Item 8. The degree of security clearance. (optional)
4. Item 9. Specify clearly and fully purpose of TDY. Cite purpose category.
5. Item 10. a. Number of days of TDY. (The number of days indicated in this item cannot be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment.)

b. Indicate date for beginning of official travel which will be as accurate as possible. Travel may begin as much as 7 days before or after the indicated date, but is not official until the date the travel orders are issued.
6. Item 11. Indicate places, with installation, from which official travel is authorized and "return to point." If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, indicate by "x" in the block preceding "Variation Authorized."
7. Item 12. a. Check the mode(s) of transportation to be authorized.

b. All commercial air reservations will be made through the Ask Mr. Foster Travel Services, 762-8180. Arrangements for reservations should be made as soon as travel requirements are firmed.

c. Travel by privately owned conveyance (POC), as the mode of transportation determined to be more advantageous to the Government, is authorized for the following areas:
 - (1) Fort Lee, Virginia.
 - (2) APG, Maryland.
 - (3) Letterkenny Army Depot, Chambersburg, Pennsylvania.
 - (4) Edgewood Arsenal, Maryland.
 - (5) Fort Monmouth, New Jersey.
 - (6) Fort Eustis, Virginia.
 - (7) Dover, New Jersey.

Appendix A--Continued

(8) Fort Monroe, Virginia.

(9) New Cumberland, Pennsylvania.

(10) Tobyhanna Army Depot, Tobyhanna, Pennsylvania (for trip in excess of 1 day).

(11) Philadelphia, Pennsylvania.

(12) Richmond, Virginia.

d. When travel to the locations specified in c above is to be performed by a civilian employee, check the POC block "More Advantageous to Government," and insert "22.5" opposite "Rate Per Mile." When travel is to be performed by POC to areas other than those authorized as "More Advantageous to Government," check "Mileage Reimbursement and Per Diem Limited to Constructive Cost of Common Carrier Transportation and Related Per Diem as Determined by the JTR. Travel Time Limited as Indicated in JTR." Excess travel time resulting from the use of POC rather than the usual mode of transportation will be charged to the traveler as annual leave. If unusual circumstances exist, POC as more advantageous to the Government to locations other than those listed above may be authorized if sufficient justification is furnished in item 16 or on an accompanying Memo. When two or more individuals are required to travel to the same location on the same day, the use of carpools should be encouraged to conserve travel funds.

e. Official travel within the Military District of Washington (MDW) area will be performed in accordance with DARCOM (AMC)-M 56-1.

8. Item 13. Place an "X" in block "Per Diem Authorized in Accordance with JTR" except when action taken under chapter 8, volume 2, JTR, to establish a different rate or a reduced rate of per diem is prescribed in part III, appendix C, volume 2, JTR.

9. Item 14 and 15. To be completed by USAMC Travel Section (AMXIS-RB).

10. Item 16. This should include any special requirements/statements not fully explained or justified in items 1 through 13.

a. If "Variation Authorized" block is checked in item 11, indicate the anticipated locations to which travel may be required or appropriate justification.

b. Authorization for rental or special conveyance, e.g., boat, aircraft, or automobile, to include mileage, number of days, and area of use. Rental car auth - First preference, rental car companies having negotiated agreements with Military Traffic Management Command (MTMC). Justify why person needs rental car.

c. Number of days and inclusive dates of authorized leave to be taken in connection with TDY.

Appendix A--Continued

- d. Statement concerning registration fee (conference travel only).
11. Item 17. This item will be completed by the DCS, separate staff office chief, or employee supervisor.
12. Item 18. Signature of DCS or separate staff office chief or other designated travel approving official.
13. Item 19. When AMC funds are cited on travel orders, fund citation and signature of funds authorizing official will be entered by administrative office. When other than HQ AMC funds are to be cited on travel orders, the original authorization from the finance officer of the issuing activity must be available at the time the travel orders are submitted for approval. Fund citation will be entered in this block by the Administrative Office.
14. Item 20 through 22. Entries will be made by Travel Section (AMXIS-RB).

Appendix A--Continued

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations)</small>						1. DATE OF REQUEST	
Travel Authorized as Indicated in Items 2 through 21.						5 July 1988	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last First Middle Initial) JONES, CHARLES R. 123-45-6789				3. POSITION TITLE AND GRADE OR RATING Supply Management Rep GS-12			
4. OFFICIAL STATION HQ USAMC Alexandria, VA				5. ORGANIZATIONAL ELEMENT AMCSM-WST		6. PHONE NO. 48123	
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY To attend Shelter IPR. To attend FIREFINDER Systems Quarterly Program Review.			
10a. APPROX NO OF DAYS OF TDY (Including travel time) 10		b. PROCEED O/A (Date) 18 July 1988		Operational/Managerial Travel			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED							
FROM: Alexandria, VA TO: St. Louis, MO (TROSCOM) 5 days TO: Fullerton, CA (Hughes Aircraft CO.) 5 days RETURN: Alexandria, VA							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
	X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
PER DIEM	TRAVEL		OTHER		TOTAL		
\$	\$		\$		\$	\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Does not have a Government Charge Card. Trip report required. "VENUS teleconferencing was considered." You are authorized use of special conveyance (rental car). First preference, rental car companies having negotiated agreements with MTMC. (Justify why person needs rental car)							
17. REQUESTING OFFICIAL (Title and signature) JACK T. SMITH, JR. COL, GS C, AMCSM-WC				18. APPROVING OFFICIAL (Title and signature) MARY L. CARTER C, Plans and Operations Division			
AUTHORIZATION							
19. ACCOUNTING CITATION DSSN 6376							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED	
						22. TRAVEL ORDER NUMBER	

SAMPLE

Appendix B

SECURITY PROCEDURES--CONUS TRAVEL

Each DD Form 1610 will contain in item 8, as appropriate, the security clearance of the traveler.

a. Prior to each trip requiring access to classified material, activity will submit **AMC Form 1663** (Request for Visit Authorization) to the HQ Security Branch, ATTN: AMXIS-RS. This form will be submitted at least t workdays prior to the date of the visit.

b. Notification of visit on teletype will be limited to emergency situations, only when AMC Form 1663 will not reach the activity to be visited before the date of the visit.

Appendix C

PROCEDURES FOR CANCELLATION AND AMENDMENT TRAVEL ORDERS

1. Cancellation of travel orders will be accomplished as follows:

a. The traveler will cancel all commercial reservations; return the transportation requests (TRs) and tickets, if used, to the issuing transportation officer and obtain a DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets); indicate on DD Form 730 the date and hour cancellation was effected and, if available, the name or code number of the carrier representative who accepted the cancellation; and refund any advance of funds to the finance and accounting office (F&AO) making the advance, obtain a receipt.

b. Upon completion of action above, a Memorandum requesting cancellation and signed by designated approving official will be forwarded to the Travel Section (AMXIS-RB), within 3 days of effective date of proposed TDY. All copies of DD Form 1610 will be enclosed with appropriate receipts to indicate that either the TR or tickets were received or that no advance of funds was received. Blocks 17 and 18 have to be signed by the requesting and approving officials after travel prepares the DD Form 1610.

c. The Travel Section (AMXIS-RB) will issue the revocation orders.

d. Amendments of travel orders will be requested by the official who approved the DD Form 1610 by transmitting a Memorandum to the Travel Section (AMXIS-RB) will then issue the necessary amendment. Requests will include four duplicate copies of the original order DD Form 1610. Blocks 17 and 18 have to be signed by the requesting approving officials after Travel prepares the DD Form 1610.

Appendix D

ADVANCE TRAVEL ALLOWANCES--CIVILIAN AND MILITARY MEMBERS

1. General. Advance of funds will be confirmed to the amount necessary for completion of the travel. Only one advance will be made to the employee under the same unamended travel orders. No advance will be made when there is an amount outstanding under previous orders, for which the requirement for collection has not been specifically waived by an official responsible for approving reimbursement vouchers. Reimbursements vouchers which have been submitted by the employee, but which have not been settled by the FA&O, APG, MD, will not serve as a basis for denying funds.

2. Type of advance. Upon receipt of orders directing TDY, civilian personnel who desire an advance of travel allowances may elect to receive one of the following allowances:

a. Per diem. Normally, advances of per diem allowances are made for 30 days. However, when facilities for processing partial payment travel vouchers are not expected to be readily available, advances may be made in excess of 30 days.

b. Per diem plus mileage. Per diem plus mileage for the use of POC, if authorized in travel order.

c. Advance based on expense. Advance based on actual expense allowance when authorized in travel order.

d. Per diem plus cost of rental automobile. Advance of funds may be made for the shipment of household goods and for transportation of house trailer. For this type of advance the civilian employee should consult volume 2, JTR.

3. Amount of advance. The amount of the advance will be determined in accordance with paragraph 2, this appendix, for civilians and volume 1, JFTR, for military. Availability or nonavailability of Government quarters at TDY points is not normally considered in determining the amount of the advance. An advance of funds will not be made for less than \$50, unless authorization is for reimbursement of registration fee in excess of \$10 or when financial hardship would be imposed on the traveler if required to pay for allowable travel expenses from personal funds, on a case by case basis. Mileage allowance will be limited to an advance of \$100 under an individual travel order.

a. All eligible travelers are limited to an advance of 40 percent of per diem when traveling to CONUS installations or cities without government quarters available, regardless of whether they elect to receive a charge card or not. That advance is increased by 100 percent of other reimbursable expenses such as registration fees, in-and-around mileage, etc. Travel advances for rental cars are not authorized to personnel eligible for individual charge cards.

Appendix D--Continued

b. Since charge cards are not currently accepted at most military installations, travelers to locations having quarters and mess available will receive an advance under current procedures.

c. Eligible travelers are limited to an advance specified by the command and per AR 37-106 when traveling to outside Continental United States (OCONUS) installations or cities without Government quarters available. That advance is increased by 100 percent of other reimbursable expenses such as registration fees, etc. The charge card is presently encouraged for use OCONUS.

4. DD Form 1351 (Travel Voucher). This form (original plus 3) if required for each advance travel allowance for TDY. The Class B Agent will mark the original to so indicate and return to payee.

5. Preparation and approval of DD Form 1351. DD Form 1351 will be prepared as follows:

a. Section I. Insert "X" in item 1 "Advance of Travel Allowances (TDY/TAD)" or item 2 "Advance of Travel Allowances (PCS)" whichever is applicable.

b. Section II. Complete item 1 to show payee's last name, first name, and middle initial. Item 2 will indicate grade. Item 3 will show SSN. Item 4 will show "HQ AMC, Alexandria, Virginia." Item 5 will be completed to show the applicable travel authorization number. Item 6 will reflect the type of advance requested. (This information will be obtained from para 2.)

c. Section III through section VI. Leave blank.

6. Retention of travel advance. Approval of an advance of per diem allowance is required for an employee who is in a continuous or frequent TDY travel status (including travel under BTOs) when the advance is to be retained. Approval will be made for retention until the final settlement voucher is submitted for completion of the frequent TDY trips, or the submission of the voucher for settlement of TDY allowances for the end of the applicable fiscal year, whichever occurs first. The typed name and title, and the signature of the approving official will be entered in items 1 and 2, section IV, DD Form 1351. In the case of approval for retention of the advance, the title of section IV, "Approved for Payment," will be amended to read "Approved for Payment and Retention." In addition, a statement will be included in section V to show that all of the advance requested, or a part of the advance (in \$ amount), whichever is applicable, will be retained.

7. Settlement of advance. Advance of travel allowances normally will be settled as soon as practicable after completion of the travel. If the advance is not settled within 15 days after completion of travel, the employee will be notified that payment of the balance due must be made immediately. Unless payment is made within 15 days from date of notice, collection will be made from salary due, retirement credit, or other means of collection.

Appendix D--Continued

8. Cancellation or indefinite postponement of travel. In the event of cancellation or indefinite postponement of authorized travel, immediate steps will be taken to secure refund of any advances that may have been made.

Appendix E

SPECIAL CHECKLIST FOR TEMPORARY DUTY TRAVEL

1. Reference. a. Message, Cdr MILPERCEN, DAPC-ALS, 081200Z Oct 86, subject: Internal Control Review Checklist for Army Travel System.

b. **AMC-R 600-2**. 31 May 1985, Temporary Duty Travel of Military and Civilian Personnel.

2. Reference 1a provides two checklists to be used to tighten-up existing procedures for authorizing TDY Travel.

a. The Special Checklist for issue of DD Form 1610 (table E-1) will be included in a future update of AR 310-10. Special checklist is to be used in conjunction with the guidance in reference 1b by requesting and approving officials prior to signing each DD Form 1610.

b. The Internal Control Review Checklist is in UPDATE DA Cir 11-87-6. Requesting and approving and authorizing officials will complete the appropriate portions of this checklist, sign it and file a copy for audit and inspection purposes. Checklist will be completed every 2 years thereafter or whenever new requesting, approving, or authorizing officials are designated. (See fig E-1.)

3. In order to implement the use of these two checklists the following actions are required:

a. Each DCS, separate office chief, special assistant, or project manager will provide a current list of requesting and approving officials (two persons) to HQ Travel Section, AMXIS-RB, 1N06. List should contain name, grade/rank, position title and whether the individual is designated requesting or approving official.

b. The Disbursing Station Serial Number (DSSN) will be typed in block 19 of DD Form 1610.

c. Lists of requesting and approving officials will be updated semiannually on 1 October and 1 April. Changes to lists will be submitted by Memorandum to HQ Travel Section, AMXIS-RB, 1N06.

Table E-1

REFERENCE SHEET FOR ISSUE OF DD FORM 1610

1. Purpose and Use. This list prescribes minimum essential considerations needed to justify and verify TDY travel requirements. Officials who sign a DD Form 1610 must be prepared to explain the reasonableness of their action to request, approve and authorize orders for the expenditure of government funds.

2. Coverage. By signing the DD Form 1610, officials verify there is reasonable justification for the TDY travel (subject to audit/inspection). Especially:

a. Purpose of TDY (BLOCK 9).

(1) Mission requires physical presence of individual(s) at itinerary location(s).

(2) Number of travelers is consistent with related factors of technical complexity, performance milestone, or prescribed attendance.

b. Approximate number of days of TDY (Block 10A). Dates do not exceed elapsed time to complete assignment (with impact on advances) and minimize unproductive TDY on weekends and holidays.

c. Itinerary (Block 11).

(1) Variation authorized supported by experience or probable need.

(2) Military installation shown as place of TDY when appropriate (with impact on use of quarters).

d. Mode of transportation and estimated costs (Block 12 and 14).

(1) Costs are based on use of SATO or transportation office for travel arrangements.

(2) POC authorization do not increase government costs over other practical transportation.

(3) Per diem considers realistic number of days and, when appropriate, use of government quarters.

(4) Advance authorized considers realistic cost estimates and whether traveler has government credit card (e.g., Dinners Club Card).

e. Remarks (Block 16).

(1) Rental car authorization is consistent with need for local travel at TDY location, realities of public transportation, cost of taxi service, and number of travelers.

(2) Exceptions such as use of existing government facilities would adversely affect the performance of the assigned mission: are traceable to support.

(3) Special authorizations for travel advance, taxi, extra baggage, etc., are traceable to support.

(4) Multiple choice and number-coded travel options are generally prohibited.

(5) Government transportation request (TR) costs regardless of mode of travel are shown.

f. General.

(1) Officials who can request, approve and authorize orders are normally designated.

(2) Block 19 includes the DSSN of the office that maintains the traveler's DD Form 1588.

(3) Fund cite is traceable to approved travel funds.

Appendix E--Continued

Table E-2

Internal Control Review Checklist (AR 310-10 and JTR), page 1 of 3

TASK: Personnel Activities	Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1
SUBTASK: Military Personnel Functions		
THIS CHECKLIST: Temporary Duty (TDY) Travel Orders		
ORGANIZATION:	4. Are trips planned in advance with due regard to maximizing productive weekdays and minimizing weekend and holiday usage?	2. Is the number of travelers for a specific purpose, especially meetings/conferences, limited to those whose presence is justified in the best interest of the commander?
ACTION OFFICER:	Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1
REVIEWER:		
DATE COMPLETED:		
ASSESSABLE UNIT: The specific managers responsible for using this checklist will be designated by the cognizant headquarters' staff functional principal (e.g., at applicable FOA, MACOM, SIO, and TOE division headquarters). The principal and mandatory schedule for using the checklist will be shown in the annually updated Management Control Plan.		
EVENT CYCLE 1: Requesting TDY Travel		
Step 1: Validate the mission need for TDY travel.		
Risk: Waste of travel funds because the mission could be accomplished by alternative means such as correspondence, telephone, or teleconference.	5. Does experience (e.g., necessary reimbursement actions) demonstrate that travel advances are based on realistic cost estimates including the number of authorized TDY days?	3. Does the DD Form 1610 itinerary direct the traveler to the military installation at which the organization to be visited is located and not to the location that is, adjacent or nearby city?
Control Objective: All TDY travel requests are based on essential mission or training needs of the organization.	Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1
Control Technique: Responsibility and accountability of requesting officials initiating travel requirements and authorizations is understood.	6. Does adequate justification exist for request for "variation authorized" in block 11 of the DD Form 1610?	4. Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that military lodging is neither available nor appropriate for the traveler?
Test Question:	Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1
1. Are individuals designated as TDY travel order requesting officials advised of their responsibility and accountability for protecting government resources under management responsibilities of Public Law 97-255, Federal Managers' Financial Integrity Act (AR 11-2)?	7. Are requests for TDY travel prepared on DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) and submitted for review and approval at the earliest practicable date?	5. Is car rental entitlement limited to those travel situations where use of public transportation is not practical and experience has shown car rental to be either more economical than taxi use or the only practical means of ground transportation in and around the TDY location?
Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1	Response: YES____ NO____ NA____ Remarks: 1
Step 2: Minimize TDY trip costs.		
2. Are guidelines clear on the need to consider alternatives before authorizing TDY travel for mission and training accomplishment (teleconference, correspondence, local training, and so forth)?	Risk: Waste of funds for nonessential trip costs such as car rental, excessive lodging expense, or noneconomical travel mode.	6. Are any exceptions cited in block 16 of the DD Form 1610 (for example, use of existing Government facility would adversely affect the performance of the assigned mission) traceable to reasonable justification?
Response: YES____ NO____ NA____ Remarks: 1	Control Objective: Travel requests should reflect the most economical mode of transportation, shortest possible trip, and minimum necessary traveler entitlements.	Response: YES____ NO____ NA____ Remarks: 1
	Control Technique: Issue installation/organization directives giving guidelines and local instructions on DD Form 1610 preparation and trip planning.	
	Test Question:	
3. Do the objectives, locations, and performance period for the TDY mission warrant the number of travelers?	1. Are travelers required to make arrangements for transportation through scheduled airline ticket offices (SATO) for CONUS or transportation offices OCONUS?	
	UPDATE • DA CIR 11-87-6 Figure E-1--Continued E-3	

EVENT CYCLE 2: Approving TDY Travel

Step 1: Review travel requirement.

Risk: Failure to review the requirement represents a neglect of administrative responsibility.

Table E-2--Continued

AR 310-10 and JTR ICR Checklist, page 2 of 3

Control Objective: Assurance is provided that requested TDY travel is both mission essential and performed in the most cost advantageous manner.

Response: YES____ NO____ NA____
Remarks: 1

Response: YES____ NO____ NA____
Remarks: 1

Control Technique: Separate duties.

Test Question:

1. Do approving officials know specifically who is authorized to sign the DD Form 1610 as a requesting official?

Response: YES____ NO____ NA____
Remarks: 1

2. Is the stated purpose of each trip reasonable under circumstances known to the approving official?

Response: YES____ NO____ NA____
Remarks: 1

3. Can requests for mode of travel via privately owned conveyance (POC) as more advantageous to the Government stand scrutiny of close audit?

Response: YES____ NO____ NA____
Remarks: 1

4. Is a lesser than maximum travel advance authorized when the traveler has been issued a Diners Club card?

Response: YES____ NO____ NA____
Remarks: 1

Step 2: Process travel requests in a timely manner.

Risk: Waste due to deferrals or delays.

Control Objective: Prompt processing of DD Form 1610 would allow traveler to take advantage of available discounts for early airline bookings, greater opportunity for on-post lodging reservations, and additional time to obtain a travel advance.

Control Technique: Expedite the routing of DD Form 1610 for approving official signature, fiscal office processing, and authorizing official signature.

Test Question: Are DD Forms 1610 for programmed mission and training TDY approved early enough to optimize opportunities for travelers to obtain lower air fares, available Government lodging, and receive travel advances.

EVENT CYCLE 3: Authorization of the TDY Travel

Step 1: Verify the accuracy and completeness of the DD Form 1610 and the appropriateness of the TDY travel.

Risk: Improper TDY travel represents a misuse of personnel and financial resources.

Control Objective: TDY travel being ordered is correct, complete, and in compliance with applicable regulations.

Control Technique: Exercise controls to provide reasonable assurance that approved TDY travel requests comply with governing regulations and command policy.

Test Question:

1. Are locations and facilities for meetings and conferences approved with due consideration to the impact on TDY costs?

Response: YES____ NO____ NA____
Remarks: 1

2. Are the same individual signing both the requesting official and approving official on the DD Form 1610 limited to specifically exempted circumstances and time-sensitive situations in which separation of these duties is not possible?

Response: YES____ NO____ NA____
Remarks: 1

3. Has the servicing fiscal office representative entered the appropriate accounting classification(s)?

Response: YES____ NO____ NA____
Remarks: 1

4. Is the DSSN of the office that maintains the traveler's DD Form 1588 included in block 19 of the DD Form 1610?

Response: YES____ NO____ NA____
Remarks: 1

5. When "variation authorized" is checked in the Itinerary block, is it consistent with the purpose of the TDY or otherwise supported by separate justification?

6. Are the special requirements and authorizations granted to the traveler in the remarks block of DD Form 1610 limited to the standard statements prescribed in AR 310-10, appendix B, as supplemented by local command directive?

Response: YES____ NO____ NA____
Remarks: 1

7. Have only the minimum and most economical authorizations been granted to the traveler consistent with the purpose, itinerary, and length of TDY?

Response: YES____ NO____ NA____
Remarks: 1

8. Are reasonably accurate estimated cost data entered on the DD Form 1610 consistent with length of TDY, mode of transportation, availability of Government lodging and meals, and the cost experience of similar TDY missions?

Response: YES____ NO____ NA____
Remarks: 1

9. Are DD Forms 1610 typed in such a manner as to preclude or make difficult any fraudulent alteration such as—

a. Multiple choice standardized formats in the Remarks block as will/will not, requiring a line-out of the not applicable statement?

Response: YES____ NO____ NA____
Remarks: 1

b. Travel options that are number coded and make applicable by an (X) beside the listed number in the Remarks block?

Response: YES____ NO____ NA____
Remarks: 1

Step 2: Promptly issue and distribute travel orders.

Risk: Delays result in insufficient leadtime to execute the order.

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Figure E-1--Continued

Appendix E--Continued

Table E-2--Continued

IR 310-10 and JTR ICR Checklist, page 3 of 3

Control Objective: Prompt authentication of TDY travel orders and distribution of copies to each individual and organization named in the order.

Control Technique: Distribute installation/organization TDY policy directives or orders authorizing official SOP covering issuance and distribution of DD Form 1610 copies.

Test Question:

1. Is the authorizing official for TDY travel orders the commander or one who has been formally delegated authority by the commander?

Response: YES___ NO___ NA___

Remarks:¹

are sufficient for successful performance of the TDY mission?

Response: YES___ NO___ NA___

Remarks:¹

checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

OPERATING MANAGER (Signature)

2. Are the appropriate number of DD Form 1610 copies distributed to the individual and organization named in the order?

Response: YES___ NO___ NA___

Remarks:¹

2. Are amendments prepared on DD Form 1610 using a new travel order number and citing the travel order being amended?

Response: YES___ NO___ NA___

Remarks:¹

3. Is a copy of the DD Form 1610 travel order distributed to the finance office cited in the accounting classification?

Response: YES___ NO___ NA___

Remarks:¹

3. Are rescissions and revocations prepared on DFs or DD Forms 1610 using a new travel order number and citing the travel order being rescinded or revoked?

Response: YES___ NO___ NA___

Remarks:¹

SAMPLE

4. Are amendments, rescissions, and revocations of the DD Form 1610 or DFs given the same distribution as the original order to include the finance office cited in the accounting classification?

Response: YES___ NO___ NA___

Remarks:¹

4. Do local control procedures call for periodic inspections to determine if copies of DD Form 1610 are distributed to individuals and organizations requiring copies?

Response: YES___ NO___ NA___

Remarks:¹

¹ Explain rationale for YES responses or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

Step 3: Issue amendments, rescissions, or revocations.

Risk: Late amendments or failure to rescind or revoke DD Form 1610 when the travel requirement has been cancelled increases the potential for submission of inaccurate or fraudulent travel vouchers.

Control Objective: Amendments are issued prior to the completion of the original order and rescissions or revocations are accomplished before execution of the original travel order begins.

Control Technique: Correct preparation and expeditious issuance of DD Forms 1610.

Test Question:

1. Do requesting and approving officials exercise adequate controls to ensure that authorizations provided on the original DD Form 1610

I attest that the above-listed internal controls provide reasonable assurance that Army resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Army are adequate.

Director of Military Personnel Management
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed internal control review checklist when warranted by unique environmental circumstances. The controls prescribed in this

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Figure E-1--Continued